

Soda Springs School District No. 150 adopts this policy for administrator performance evaluations. Multiple measures are utilized in which the evaluation criteria and procedures are research based and aligned to the minimum applicable state adopted standards.

## **DEFINITIONS**

“Administrator” refers to an employee assigned administrative duties as the superintendent or a school principal.

“Principal” is an employee assigned to administrative duties as a principal or vice principal, has met all of the school principal endorsement requirements for Pre-K-12, and has been issued an administrator certificate with a principal endorsement.

## **PURPOSE OF EVALUATIONS**

The purpose for conducting administrative evaluations is to assist in identifying employee strengths and weaknesses while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

## **EVALUATION MODEL**

On or after July 1, 2014, this district’s principal evaluation model is or shall be aligned to state minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards.

Each administrator assigned the tasks of appraising, observing, or evaluating teacher performance will show proof of proficiency in evaluating performance by passing a proficiency assessment approved by the Idaho State Department of Education as a one-time recertification requirement prior to September 1, 2018.

Ongoing training and professional development will be provided on an annual basis to this district’s evaluators in evaluation standards, tools, and processes. Funding will be allotted *in the annual budget* for the ongoing training and professional development.

## **EVALUATION FREQUENCY**

To ensure that all administrative personnel are evaluated on a fair and consistent basis, each administrator will be evaluated at least once annually no later than May 1 of each year.

**EVALUATION RESULTS****33% of Evaluation Results**

At least 33% of the evaluation results in the evaluation for all administrators shall consist of evaluation results based on multiple objective measures of growth in student achievement, as determined by the board of trustees and based upon research. For evaluations conducted on or after July 1, 2014, growth in student achievement as measured by Idaho's statewide assessment for federal accountability purposes shall be included.

**67% of Evaluation Results**

For all principal evaluations conducted on or after July 1, 2014, 67% of the evaluation results shall be based on Professional Practice Standards and will be aligned to the Charlotte Danielson Framework for Teaching Second Edition. A minimum of two documented observations shall occur annually, with at least one observation being completed by January 1 of each year.

At least one of the following shall be included as a measure to inform the Professional Practice portion of all principal evaluations:

1. Parent/guardian input;
2. Teacher input;
3. Student input; and/or
4. Portfolios.

**IDAHO PRINCIPAL EVALUATION PILOT – 2013-2014 SCHOOL YEAR**

This school district has chosen the following option, checked below, as the method to pilot principal evaluations for the 2013-14 school year:

 **OPTION 2**

Align current Principal Evaluation System to the Idaho Standards for Effective Principals and adopt one or more of the pilot protocols.

1. Align current district principal evaluation to the Idaho Standards for Effective Principals.
2. Pilot one or more of the of the Idaho Department of Education principal evaluation tools that support the Idaho Standards for Effective Principals.

3. Provide feedback to the Idaho Department of Education in systematic format, if requested.

### **PRINCIPAL EVALUATION STANDARDS**

The superintendent or designee shall conduct the principal evaluations based upon the following Professional Practice Standards:

1. Domain 1: School Climate
  - a. School Culture
  - b. Communication
  - c. Advocacy
2. Domain 2: Collaborative Leadership
  - a. Shared Leadership
  - b. Priority Management
  - c. Transparency
  - d. Leadership Renewal
  - e. Accountability
3. Domain 3: Instructional Leadership
  - a. Innovation
  - b. Instructional Vision
  - c. High Expectations
  - d. Continuous Improvement of Instruction
  - e. Evaluation
  - f. Recruitment and Retention

### **SUPERINTENDENT EVALUATION**

The board of trustees will conduct an annual, written formal evaluation of the work of the superintendent for the district indicating the strengths and weaknesses of the superintendent's job performance for the evaluation period, and indicating areas of improvement needed.

**The board must choose one of the following options:**

**OPTION A**

In addition to the criteria required for all administrators specified above, the board will utilize the same standards and criteria used to evaluate principals to the extent possible to ensure that the superintendent is fairly and consistently evaluated.

**OPTION B**

In addition to the criteria required for all administrators specified above, the board will utilize other accepted standards and criteria to ensure that the superintendent is fairly and consistently evaluated.

**PERSONNEL RECORDS**

Administrator personnel evaluations shall be considered permanent records and will be maintained in each administrator's personnel file. All evaluation records will be kept confidential as required by state and federal law. The rankings of individual certificated personnel evaluations will be reported annually to the Idaho State Department of Education as required for state and federal reporting purposes.

***EVALUATION CONTENT – POLICY DEVELOPMENT***

*Once developed, insert here.]*

**EVALUATION SYSTEM APPROVAL**

The district shall monitor and evaluate its principal evaluation system based on research based criteria aligned with state standards. The criteria and evaluation plan shall be that which is submitted to the Department of Education on or before July 1, 2014, and approved. Any subsequent changes shall also be submitted for approval.



**LEGAL REFERENCE:**

Idaho Code Sections

9-340, *et seq.* – Records Exempt from Disclosure

33-513 – Professional Personnel

33-518 – Employee Personnel Files

33-1001(16) – Definitions

IDAPA – Rules Governing Uniformity

08.02.02.007 – Definitions

08.02.02.026 – Administrator Certificate

08.02.02.027 – Pupil Personnel Services Certificate

08.02.02.120 – Local District Evaluation Policy – Teacher and Pupil Personnel Certificate

08.02.02.121 – Local District Evaluation Policy – School Principal

Idaho Department of Education Guidelines found at:

<http://www.sde.idaho.gov/site/teacherEval/principals.htm>

**ADOPTED: First reading May 7, 2014**

**AMENDED:**

NOTE: School districts are required to pilot principal evaluations during the 2013-14 school year and report the results of the pilot to the Idaho State Department of Education no later than July 1, 2014 in a format determined by the Idaho State Department of Education. Idaho State Board of Education rule IDAPA 08.02.02.121.07 requires each district receive approval for its policy from the Idaho State Department of Education by July 1, 2014 as incorporating all of the required elements for a principal evaluation system. Once approved, all subsequent changes made in the evaluation system must also be submitted for approval by the Idaho Department of Education.